



Job Title: Asset Manager

Location: Corporate Office – Norwood, MA 02062

Hours: Full Time

Job Description:

HallKeen Assisted Living is seeking a qualified and experienced Asset Manager. The successful Asset Manager represents property ownership interests in the oversight of HallKeen's assisted living portfolio. Additional responsibilities include the preparation of complex distribution and valuation analyses, regular reports on asset performance and occasional work to support refinance and redevelopment activities of HallKeen's acquisition and development team. The Asset Manager will help HallKeen develop, roll-out and maintain an asset management database system. The Asset Manager works daily with development/ownership, compliance, accounting and property staff to maximize investment performance for financial stakeholders while maintaining compliance with various loan, debt, partnership and government requirements. This position reports to the CEO.

Specific Duties and Qualifications:

- Directly perform asset management duties for 12 assisted living assets.
- Oversee one Financial Reporting Specialist and collaborate with accounting team and property management team to oversee appropriate distribution of audits, tax returns, budgets and other required reports and memos to investors, lenders and regulators.
- Field inquiries from investors, lenders and regulators through excellent personal and communication skills, maintaining productive relationships with the same.
- Design, with ops team, property budgets, financial reports, audits and compliance reports.
- Identify opportunities to maximize property performance and returns through long-term financial, physical and capital planning.
- Identify underperforming or at-risk properties and help oversee appropriate turnaround plans.
- Manage major contracts with energy, efficiency, laundry and tax abatement vendors.
- Manage REO schedules and track contingent liabilities of key principals.
- Write/collate/deliver quarterly investor reports.
- Occasionally support the acquisition and development team in the disposition, refinance and redevelopment of HallKeen-owned properties.

Job Qualifications:

- 5 years of assisted living/housing development and/or asset management experience.
- 2 years of LIHTC experience.
- Asset management database and document management software experience
- Strong spreadsheet and financial modeling skills.
- Strong written and verbal communication skills
- Ability to prioritize/manage multiple tasks and projects.
- Ability to relate effectively with people of various backgrounds and work effectively within a team.
- Highly organized and self-motivated.
- 5 years budget development experience

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

To apply or refer a qualified applicant please send completed application and or resume to jdubois@hallkeen.com